

# City of Cincinnati & Hamilton County

## Departments of Community Development

Dear Prospective Home Buyer:

Thank you for your interest in the City of Cincinnati/Hamilton County American Dream Downpayment Initiative (ADDI). The enclosed application packet details important information about the program. To be sure you will qualify, please review all information in this packet **before** completing the application. Program participation is limited to households where adjusted gross income is 80% or less of the median for our area. Consult the enclosed pamphlet for a listing of these income limits. If you determine that you are eligible, complete the application and return it to the appropriate address.

Applications will be evaluated on a first come first served basis with a limited number of qualified applicants being granted a "Letter of Approval." Those receiving this letter will then have 90 days to present a purchase contract for a qualifying residence in order to receive downpayment assistance. **Please note that a purchase contract executed prior to receipt of a Letter of Approval will not be eligible for ADDI funds.**

In addition to meeting the income guidelines, all applicants must complete a New Home Buyers Certification Program with an approved agency. The following agencies have been approved for this purpose:

The Home Ownership Center  
2820 Vernon Place  
Cincinnati, OH 45219  
513-961-2800

The Better Housing League  
7162 Reading Road  
Cincinnati, OH 45237  
513-721-6855

Working In Neighborhoods  
3726 Llewellyn Avenue  
Cincinnati, OH 45223  
513-541-4109

Any party who has completed a certificate program within 18 months of application will be considered to have completed this requirement.

For those approved for program participation, funds will be disbursed at the time of closing. The ADDI contribution will be in the form of a deferred payment soft second mortgage with a term of 5 years. Provided that you live in the home during this 5 year term and the home is not sold or transferred, the loan will be fully forgiven. Repayment of the loan is required if these conditions are not met.

Good luck! We look forward to receiving your application.

Sincerely,  
*Tashawa Perrin*  
City of Cincinnati Program Manager

*Patrick Hanrahan*  
Hamilton County Program Coordinator